

Rollins College

Rollins Scholarship Online

Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

11-3-2020

Minutes, Curriculum Committee Meeting, Tuesday, November 3, 2020

Curriculum Committee

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Curriculum Committee Meeting Agenda

Date: November 3, 2020

Location: WebEx room <https://rollins.webex.com/meet/mvidovic>

Voting members:

- ☒ Martina Vidovic (Chair)
- ☐ Valerie Summet
- ☒ Brendaliz Santiago-Narvaez (secretary)
- ☒ Mark Heileman
- ☒ Caitlin Mohr
- ☒ Gloria Cook
- ☒ Jana Mathews
- ☒ Brian Mosby
- ☒ Sarah Parsloe
- ☒ Rochelle Elva
- ☒ Kyle Bennett

Non-voting members:

- ☒ Ashley Kistler
- ☒ Stephanie Henning
- ☒ Rob Sanders
- ☒ Cameron Peterson
- ☒ Zoe Pearson
- ☒ Senal Hewage

Guests:

- ☐ Mae Fitchett
- ☒ Toni Holbrook
- ☒ Tiffany Griffin
- ☒ Steve Booker
- ☐ Gabriel Barreneche

Agenda

1. Approve minutes from the October 20, 2020 meeting and the October 27, 2020 meeting

Approval of minutes for October 20th and October 27th – Motion to approve minutes- *Jana*; Second- *Kyle*; All in favor- raising hands; **Minutes passed**

2. Sub-committee reports

- a. New course- *Brian*-Nothing to report this week.
- b. Academic Appeals- *Caitlin*- We met, one appeal, nothing else to report.
- c. EC report- *Martina* -No report, we have not met.
- d. Registration- *Gloria(chat)*- Rollins IB credit policy- will bring to CC for feedback.
- e. SGA – *Kyle*- In process of drafting entirely new constitution.

3. Old business

- a. Attendance for college related business revisited
 - i. *Martina*- Any additions or changes that anyone wants to make?
 - ii. *Mark H.*- Mae Fitchett provided some documentation, is that going to be discussed? A lot of the policies make the statement “Students are expected to attend class”. I’m wondering if we can make a similar statement at the start of our policy. As a preamble..... Setting the expectation right up front is helpful.
 - iii. *Martina*- Part of the first sentence? At the end?.... students are expected to attend class *Martina made edits to document on screen.*
 - iv. *Ashley*- I don’t think we need to state this. It is an explicit expectation to students attending Rollins.
 - v. *Brian(chat)*- Could we say all class meetings?

- vi. *Stephanie*- It is responsibility of the faculty to publish their attendance policy, and it is the students responsibility to make sure they understand the responsibilities for that policy.
- vii. *Jana*-It's impossible to be held by anything here.....there is a range of things. It comes back to the faculty discretion. Does that hold the faculty then to publish attendance policy? Is there recourse for the student?
- viii. *Tiffany*- There is recourse. If you are in probation, we have nothing to hold them to if the faculty doesn't have an attendance policy for class. They cannot be held accountable if there is no attendance policy.
- ix. *Rochelle*- Is there any general attendance policy? If we are stating exceptions, then there should be a statement of the overarching principle.
- x. *Ashley*- There is no general attendance policy because it has always been up to the faculty. Faculty have the responsibility and option to create attendance policies for their class.
- xi. *Rochelle*-Tie in responsibility with these freedoms. Yes, you get these accommodations but your responsibility is to attend class. If they are already doing it, we can restate it.
- xii. *Caitlin*-I agree with Stephanie. It is the responsibility of the faculty to publish an attendance policy and it is the responsibility of the student to adhere to it.
- xiii. *Jan(chat)*- "Students are expected to attend class regularly. It is the responsibility of individual faculty members to publish their attendance policy in their course syllabus."
- xiv. *Toni(chat)*- perhaps language such as "... students are expected to meet faculty expectations for attendance."
- xv. *Ashley(chat)*- Agree with Caitlin.
- xvi. *Rob(chat)*- Is this intended to be CLA only or does it also apply to Holt? CLA already has an attendance policy that this is intended to revise. It appears that there is no attendance policy for Holt at all. I don't see anything in what we're discussing that wouldn't also apply to Holt.
- xvii. *Jana(chat)*- "Students are expected to attend class regularly. It is the responsibility of individual faculty members to publish their attendance policy in their course syllabus and it is the responsibility of students to be aware of faculty attendance policies.
- xviii. *Brian(chat)*- Can we combine the two "Students are expected to attend class regularly and meet faculty expectations for attendance.
- xix. *Ashley(chat)*- I would favor removing the first sentence and just include the second sentence that Jana wrote above.
- xx. *Ashley and Jana(chat)*- Agree with Caitlin.
- xxi. *Kyle*- It is the responsibility of the student to mirror the language of the first sentence.
- xxii. *Ashley (chat)*- I favor it as written now, not with that change.
- xxiii. *Mark H.*- Simpler language is better. "Students are expected to attend class..."
- xxiv. *Jana*- We are in agreement with what this means. Would we feel comfortable with starting it out with Marks suggestion and then just making our peace with it?
- xxv. *Ashley*- I favor leave it as it is right now.... It says what we need to say, faculty have autonomy. I agree moving it through the process.

- xxvi. *Brian(chat)*- I also agree with keeping “the students are expected” sentence.
- xxvii. *Martina*- Are we good with this? We need to have a motion on this policy.
- xxviii. *Jana*- Motion- Second by. *Mark H*. All in favor- raise hands. **Motion passes**
- xxix. *Martina*-We agreed we will either hold a forum or circulate through faculty? We can try passing to EC and bringing to entire faculty for discussion. A forum might help, I don’t like when it gets bounced back. It takes time.
- xxx. *Jana*- I know that forums are one way of consolidating work. I’m not convinced we want to rise this to this level. Send to EC for feedback, if we make it through we are in good shape.
- xxxi. *Martina*- Ok, I’ll pass it on to EC.
- xxxii. *Rob* – This policy seems like one who would apply across campus. Does this apply to Holt? There is no policy related to attendance for Holt. This should be campus wide. Do we want to put this forth as HOLT and CLA policy or do we repeat this again later?
- xxxiii. *Martina*- Yes we can make it for CLA and Holt. I will send to EC and we will take it from there.

4. New business

- a. Triple counting classes for a major and two minors or two majors and a minor
 - i. *Martina*- It happened with a couple of students, two different programs. We have a policy on double counting courses for Major and Minor. There are students who may be majoring and minoring (double) and there would be a course (low level intro course) that would appear across all three of them. We do have rule that says no course may be counted for more than two programs.
 - ii. *Jana*- Context? How many students are making this request? Is this anticipatory or is this because of a problem we are having?
 - iii. *Martina*- Economics Major, IR and Business minor- Intro Econ appeared in all 3. Another one with Math. We don’t want them to double major in two programs that are very similar. Only counting half number of courses for smaller program. If you don’t think we need a rule we can handle on case by case basis.
 - iv. *Kyle*- Case by case basis. Work with Department head. If not then go through Academic appeals process.
 - v. *Martina*- It could be handled among the departments. Appeals handles exceptions to the Rule. We have a lot of departments where there is overlap.
 - vi. *Ashley*- I agree with Jana. Some departments might be more flexible than others. If we want to enforce the policy we want to go through appeals process. This came up in LACS program. Do we want to make it hard for someone who wants to triple major or do we want to celebrate it, make it easier?
 - vii. *Jana*- Maybe we can put it on the radar of appeals committee, for a year, see a threshold and then come back.
 - viii. *Martina*- Would you get them through appeals?
 - ix. *Jana*- All go through appeals.
 - x. *Ashley*- Each department will handle it and we will have inconsistencies across the board.
 - xi. *Martina*- If they are handled internally, they will never go through appeals. We will have to modify the policy to make it clear.

- xii. *Stephanie*- Every academic policy goes through appeals if you want an exception. You have to go through appeals. What would you do for four courses?
- xiii. *Martina*- Probably only one? We can leave it for appeal.... I'm fine with that
- xiv. *Jana*- Can we make the recommendation for appeals committee to track number of cases?
- xv. *Martina*- How do we keep track of the ones handled internally?.....
- xvi. *Kyle*- Isn't the point for it to NOT be handled internally, some communication to faculty?
- xvii. *Ashley (chat)*- I think in the past we've allowed students to count for three. Maybe that was an error.
- xviii. *Stephanie*- It's my office that handles it.
- xix. *Jan (chat)*- Maybe we could offer them an alternative course so we don't triple count?
- xx. *Stephanie(chat)*- Good question, Jana. What is the problem we are trying to solve? If only a handful, they should go through the academic appeal process
- xxi. *Martina*- We don't want to make changes then, just have them track the number of appeals.
- xxii. *Ashley*- I agree that the appeals process might be the best option. I think the appeals process is the way to go.
- xxiii. *Ashley*- Agree with Jana.
- xxiv. *Martina*- Gloria do you want to discuss your recommendation?
- xxv. *Gloria*- Next week. I want Stephanie's ok.....

5. Announcements- *Next week Giselda.. International Programs.*

6. Adjourn- Motion to adjourn- Caitlin; In favor-everyone by raising hands.

Notes taken by- *B. Santiago- Narvaez*